

Bylaws

BYLAWS OF THE NEVADA ASSOCIATION OF MEDICAL STAFF SERVICES (NvAMSS)

ARTICLE I. NAME

The name of the organization shall be the Nevada Association Medical Staff Services, governed by the Bylaws of the National Association Medical Staff Services.

ARTICLE II. OBJECTIVES

The objectives of the Nevada Association Medical Staff Services shall be to provide the opportunity for education, to promote the improvement of professional knowledge and skills by uniting persons who are engaged in medical staff activities through this State Association and to support the mission of the National Association Medical Staff Services.

ARTICLE III. STRUCTURE

The Nevada Association shall be non-profit, non-partisan and nonsectarian and shall have the right to establish and control its activities through it elected officers.

ARTICLE IV. MEMBERSHIP

Membership in this Association shall be categorized as Active and Honorary.

Section 1. **Active:** Active members shall be those individuals having responsibility in medical staff activities. Active members shall pay dues and shall be eligible to vote and hold office. Active members shall be encouraged to join the National Association Medical Staff Services.

Section 2. **Honorary:** Honorary members may be awarded at the discretion of the Board of Directors to those individuals who have contributed to the advancement of the goals and objectives of the Association. Honorary members shall not pay dues and shall not be eligible to vote or hold office. Medical Staff Services professionals so honored for membership in the Honorary category, shall be retired.

ARTICLE V. DUES AND FEES

Annual dues for membership shall be due and payable at an amount set by the board of Directors (not to be set higher than National Association dues). An individual who joins during the last quarter of the fiscal year shall pay the annual dues set for the current year, which shall satisfy dues requirements for the ensuing year. Failure to pay due by the specified date shall result in termination of membership. Officers' dues will be waived.

ARTICLE VI. LOCAL CHAPTERS

The Nevada Association shall encourage the formation of local chapters throughout the State. The purpose of which shall be to provide a forum for educational activities at a local level. Chapters of the Nevada Association shall petition the Board of Directors of the State Association for recognition and approval of their organizational structure, and bylaws. Bylaws for chapters of State Associations shall not conflict with the Bylaws of the State Association nor the National Association Medical Staff Services.

ARTICLE VII. OFFICERS

Section 1. **Officers:** The officers of Nevada Association shall be the President, President-Elect, Immediate Past President, Secretary and Treasurer, who shall serve as the Board of Directors. The President-elect shall automatically succeed the office of the President.

Section 2. **Qualifications:** A candidate for office must be a member in good standing of the Nevada Association, it be recommended that the officers become an Active member of the National Association Medical Staff Services, and it is recommended the officers be certified medical staff professionals. Each candidate shall submit a current curriculum vitae.

Section 3. **Election of Officers:** Election of officers shall be held biannually in the month of October and shall take place by electronic ballot.

- a. Nominations for officers shall be made by a Nominating committee.
- b. The Nominating committee's proposed slate of officers shall be distributed to the active membership at least thirty (30) days prior to balloting. Write-In nominations may additionally be made. All candidates nominated must consent to nomination.
- c. Ballots will be distributed 30 days following the initial distribution of the slate, with ballots to be returned within 15 days of the date of distribution.
- d. Election shall be by a simple majority of the ballots returned. Terms of office shall be two years and will extend from January 1 through December 31.
- e. Installation of Officers will take place at the November meeting.

Section 4. **Vacancies In Office:** Vacancies in office may be filled by the Board of Directors for the remainder of the un-expired term, except for the office of president-elect which shall be filled by electronic ballot of the Active membership.

Section 5. **Removal of Officers:** Removal of Nevada Association officers may be initiated by petition of an Active member in writing to the Board of Directors. An adverse recommendation must be approved by a two-thirds vote of all Active members by written ballot.

ARTICLE VII. DUTIES OF OFFICERS

- Section 1. **President:** The president shall be the chief executive officer of the State Association shall preside at all meetings and shall serve as chairman of the Board of Directors. It shall be the president's duty to supervise the activities of the Association, to present a report at the annual meeting, to appoint the chairpersons and members of committees, upon approval of the Board of Directors, and to perform such other duties as authorized by the Board.
- Section 2. **President-Elect:** The president-elect shall act for the president in her/his absence and at the direction of the president. The president-elect shall serve as chairman of the program committee.
- Section 3. **Immediate Past President:** The immediate past president shall act as consultant to the president and Board of Directors and shall serve as chairman of the nominating committee and as member of the program committee.
- Section 4. **Secretary:** The secretary shall keep accurate minutes of all meetings of the State Association and shall be custodian of all Association records. The secretary shall issue all duly authorized notices of meetings and shall perform such other duties as may be necessary.
- Section 5. **Treasurer:** The treasurer shall be the custodian of any funds collected or received by the State Association and shall be responsible for the collection of membership dues. The treasurer shall keep a record of the payment of dues and shall prepare an annual accounting to be presented to the membership at the annual meeting. The treasurer shall be bonded in an amount to be determined by the Board of Directors.
- Section 6. **Board of Directors:** The Board shall have the authority to make policy decisions for the Nevada Association and may act on any matters for the Association, except for amending these bylaws. The actions of the Board of Directors shall be final except on appeal by the association membership. A quorum of a meeting of the Board of Directors shall be a simple majority.

ARTICLE IX. MEETINGS

Meetings of the Nevada association shall be held quarterly, at a date and time established by the Board. There will be an annual conference, which shall not conflict with the National Association Annual Conference. Special meetings may be called by the president, the Board of Directors, or on the request of at least four (4) members of the Association. The purpose of the meeting shall be stated in the call.

ARTICLE X. QUORUM

A quorum at any State Association meeting shall be the Active members present, in good standing.

ARTICLE XI. COMMITTEES

The Board of Directors shall authorize the committees of the State Association. Committees shall be standing and special. The president shall appoint the chairpersons and members of all

committees, upon approval of the Board of Directors. The president shall be an ex-officio member of all committees, except the nominating committee.

Section 1. Program Committee: The duties shall be to plan the educational content of all Nevada Association meetings, including the annual conference.

Section 2. Membership Committee: The president shall appoint a membership chairman to promote the growth of the Association. This persona shall process applications and reapplications, prepare an annual membership roster, and respond to inquiries concerning the Nevada Association.

Section 3. Bylaws Committee: The duties shall be to review the bylaws at least annually for conformity with the National Association's Bylaws, and to submit recommendations for revisions.

Section 4. Nominating Committee: The nominating committee shall be composed of the immediate past president, who shall serve as chairman, two members elected by the Active membership by nominations from the floor and one member appointed by the Board of Directors.

Section 5. Special Committees: special committees may be appointed by the president as needed.

ARTICLE XII. OFFICIAL PUBLICATION

The publication of the Nevada Association will be the website on the Internet.

The Nevada association will also utilize official publications via the National Association website.

ARTICLE XIII. FISCAL YEAR

The fiscal year of the Nevada Association shall be January 1 through December 31 of each year.

ARTICLE XIV. SEAL

The official seal shall bear the words "Nevada Association of Medical Staff Services".